

Using the Reading List Service

System Link: <http://lists.library.nuigalway.ie>

Support: <http://library.nuigalway.ie/readinglists>

Contact: readinglists@nuigalway.ie

Our Reading List service allows you to create and manage your module reading lists, share them easily with students via Blackboard or the Library Website, and submit them to the Library for review and purchase.

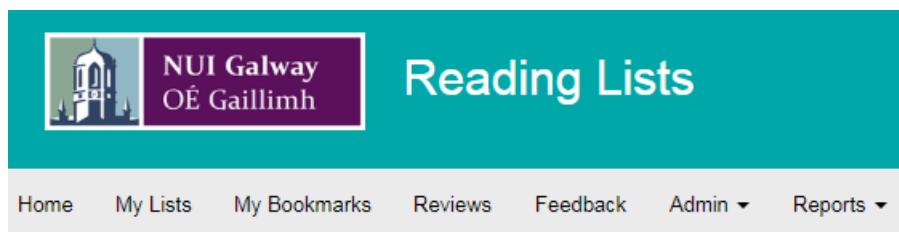
Creating reading lists is very straightforward. Please pay special attention to adding the Bookmark button to your browser. This makes creating lists very straightforward.

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1. Opening the Reading List Service

1. Go to lists.library.nuigalway.ie
2. Log in with your usual NUIG username/password.
3. You will be prompted to create a quick user profile. You must make your **profile public** so that the library can pass ownership of lists to you
4. You now have added functionality to create your list.



2. Create a new list

1. If you want to create a new list, go to the **My Lists** and click on **Create New List** on right of screen.
2. You will be prompted to give your list a name: this should be Module code and Module title, e.g. **TLC100 The Learning Centre**. You can also give the list a description if you like.
3. Click on the **Select Hierarchy** button to link this list to the specific module(s) it relates to.
 - a. Enter the module code in the search box and select the relevant module from the list displayed.
 - b. Make sure to **save your choice**.
 - c. Note: you can link a reading list to as many modules as necessary. If you have any problems finding the correct module please email readinglists@nuigalway.ie
4. Select the relevant academic year within which this module will be taught.
5. Indicate the anticipated number of students taking the module(s) – this will help the library to assess how many copies will be needed of the books on your list.

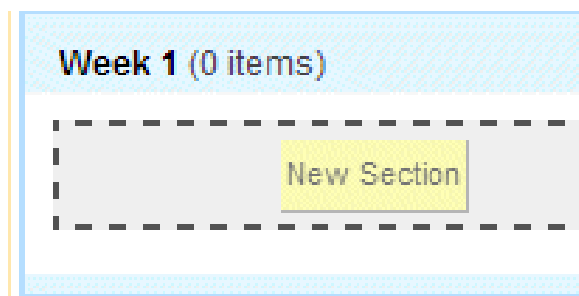
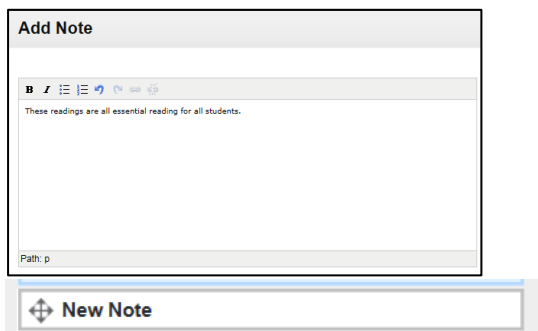
3. Structuring your List

It is better to create the structure of your list initially so you can then quickly add books and journals articles when you start to bookmark resources from the Library Catalogue.

You can create different sections in a variety of different styles e.g. General Reading, Primary Reading, Topic titles etc.

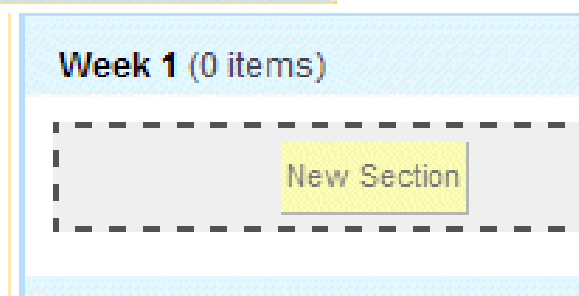
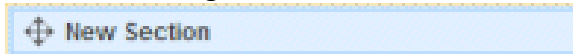
Add introductory notes

1. You can include module descriptions, learning outcomes, guidance notes or any information for students.
2. Click on the **New Note** bar and, holding the mouse button down, drag it into the centre of the screen:
3. You can cut and paste in any existing descriptions from a word document and format as required.



Add a section to a reading list e.g. Week 1

1. Click on the **New Section** bar and, holding the mouse button down, drag it into the centre of the screen:
You'll be asked to give the section a title e.g. **General Reading, Topic name, Week** and optionally, a description.
2. To add a subsection drag the **New Section** bar inside an existing section. The dotted line shows you where the new section will appear.
3. You can add as many sections and subsections as you like



Move sections

To rearrange sections go to the **Table of contents** at the top of the screen – click and drag the compass symbol to move sections:

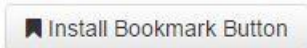
4. Adding the Bookmark Button to your Browser

Once you have created a structure you can add different resources by bookmarking.

To do this, you can use a browser **bookmark tool** which makes adding references much easier and quicker.

This bookmark button is compatible with all browsers though there are slight variations in installation method between Internet Explorer, Firefox, Chrome etc.

- Go to lists.library.nuigalway.ie and log in
- Click on **My Bookmarks** tab and click on the **Install Bookmark Button** on the right-hand side of the screen:



- Closely follow the on-screen instructions to install the **Add to my Bookmarks Button**.
 1. Make sure the Bookmarks bar is displayed under the address bar (check settings or right click over setting buttons)
 2. Drag the **Add to my Bookmarks** button up to the Bookmarks bar and release
 3. Note: the Bookmarks bar is known as **Favourites Bar** in Internet Explorer
- This tool will now always be available/visible from the Browser Bookmarks bar.
- Once the bookmark button is installed, books, e-books, book chapters, journal articles, websites, YouTube videos etc. can be quickly added to your reading lists.

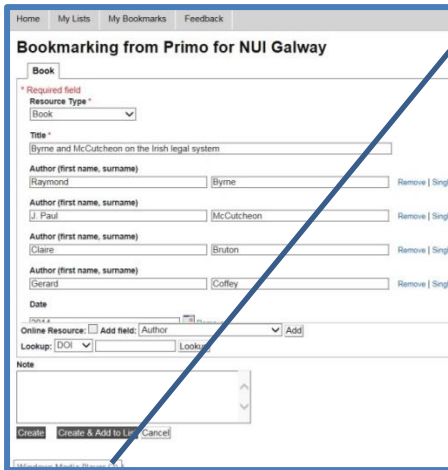
5. Bookmarking a Book from the Library Catalogue

- Go to www.library.nuigalway.ie
- Search for your book on the Library Catalogue. In our example we have searched for 'Byrne and McCutcheon on the Irish Legal System' by Raymond Byrne.

 A screenshot of a library catalogue page. The page shows a book entry for "Byrne and McCutcheon on the Irish legal system." by Raymond Byrne. The title is highlighted in yellow. A blue arrow points from the top left of the page to the "Add to My Bookmarks" button. Below the book title, there are options for "Available at Main Library Open Access (349.417 BYR)". At the bottom of the page, there are icons for "EXPORT BIBTEX", "EXPORT RIS", "REFWORKS", and "ENDNOTE WEB".

1. Once the book is located, click on the **title** to display the full book details. The system works best with only one book displayed on screen.
2. Click on the **Add to my Bookmarks** button you have installed
3. You will be automatically brought to the Bookmarking page in the Reading List System
4. This screen with instructions is displayed below.

Bookmarking continued



1. Do a quick check of the bibliographic information to ensure accuracy (edit fields if necessary)
2. If it an e-book make sure that the **Online Resource** box is ticked
3. Click on **Create and Add to List**
4. Select your reading list from the drop-down menu that appears
5. Choose what section (General Reading etc) to directly add the Bookmark to and add notes for students at this point.
6. Select if the book is for **Student Purchase/Core** OR Recommended. We will purchase the maximum copies based on student numbers if Student Purchase/Core
7. Click on OK to finish
8. You are returned to the Library Catalogue to continue bookmarking resources

6. Bookmarking a Book that is not listed on the Library Catalogue

If you wish to order a new book and you find that it is not listed on the Library Catalogue then you can bookmark from another website such as Amazon or Worldcat or even a publisher's website.

Example: Bookmarking from Amazon

1. Go to www.amazon.co.uk
2. Locate the book and click on the title to display details– it is important to have only the bibliographic details of only the required book displayed
3. Click on the Bookmark button and add the book to the appropriate reading list.
4. Please indicate whether the book is Core or Recommended. The Reading List Team require this information in order to purchase the appropriate number of copies.

7. Bookmarking a Journal Article

1. Locate your article through the Library catalogue / database / website
 - The Library Catalogue search includes articles so this is usually the quickest method of finding our subscribed journal articles
 - Once the article is located click on the journal title and open the article from the fulltext link
2. It is best to bookmark the HTML page which links to the full text PDF of the article and **NOT** the PDF itself. The Reading List System will not capture sufficient information to create a good bookmark from a PDF but will from the HTML version of a page or the abstract page.
3. Click on **'Add to my bookmarks'** in your Bookmarks bar.
4. Once you have clicked the bookmark the following screen is displayed

Home My Lists My Bookmarks Feedback

Bookmarking from Oxford Journals and similar

Article **Is part of Journal**

* Required field
Resource Type *
Article

Title *
Munich Alumni and the Evolution of International Human Rights Law

Author (first name, surname)
T. Rensmann

Date
01/11/2011 Remove

DOI
10.1093/ejil/chr073

Issue
4

Page end
991

Page start

Online Resource: Add field: Author Add lookup: DOI

Note

Create Create & Add to List Cancel

1. Check that the article details have correctly come across
2. Check **Is part of Journal** tab for the Journal name details
3. Note if fields are missing you can add them in from the **Add Field** dropdown menu
4. The DOI link is a permanent URL. For journals without a DOI, the URL will be captured.
5. Click on **Create and Add to List**
6. Select your list from the drop-down menu
7. You can also choose what section to directly add it to and add notes for students at this point.
 - Use the **Create** option if your list is not yet created. The bookmark will be stored in "My Bookmarks"
 - Click on **OK** to finish

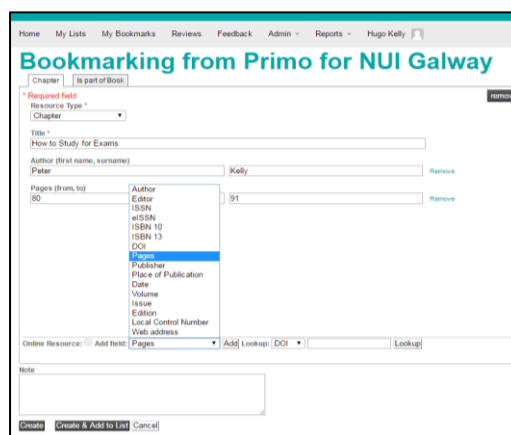
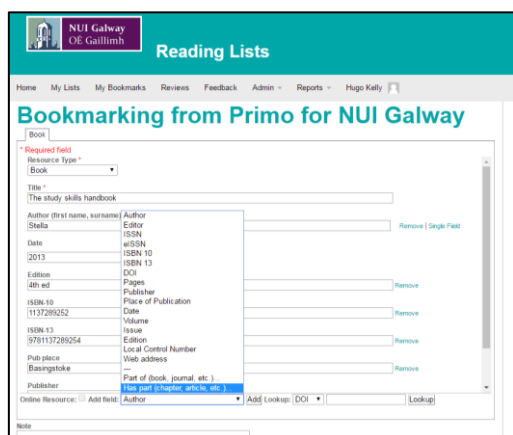
8. Setting Item Importance

Each item on a reading list can have its importance flagged to students. Two importance levels are available: **Core** and **Recommended** (we will treat *Suggested for Student Purchase* as Core).

- The library will presume that any books flagged as **Core** are essential reading for all students of the module and will acquire sufficient copies and assign loan status relative to class size on that basis.
- **Recommended** should be used where an item is considered background or additional reading, and it is not anticipated that every student will read this work. The library will ensure that one copy of recommended books is held in stock.
- **Notes** can be added to each item for both the students and the library. The student notes can be used to give reading guidance to the student – e.g. what they will get from this work, or the relevance of the work to particular essay topics, etc.
- **Library notes** can be used to communicate with the library about requests for scanning and other useful information that will help the Library ensure student access. For example it would help to know if purchasing print copies was unsuitable because the course was being run off campus.
- Please rest assured that the library will review all lists and purchase additional copies of material as necessary relative to class size.

9. Bookmarking a Book Chapter

1. Search and find the book in the Library Catalogue
2. Click on the book title to view the individual record.
3. Click the **Add to My Bookmarks** option on your favourite's toolbar. The screen on left-hand side is displayed



4. Select **Add field Has part** from the drop-down menu (chapter, article etc.). The Screen on right is displayed.
5. Enter chapter information
 - a. If the chapter has separate author and title etc. add in the additional fields as above
 - b. Otherwise gave the basic Chapter information in the title e.g. **Chapter 3 of The Study Skills Handbook**
6. Click **Create & Add to List**. Specify where in the list the bookmark should be added.
7. Enter the chapter details in the **Note for Student** field and set the level of **Importance**.

10. Publishing your List

A list is not available until you publish it. Students will not be able to find it and you will be unable to link to it from Blackboard.

Two available options to publish the list are:

1. From **Edit List**, click **Publish** in the top right corner.

Or

2. From **My Lists**:

- Click the check box next to the reading list title
- Click the list's **Select action** box and select **Edit**
- Click **Publish** in the top right corner

Once a list is published:

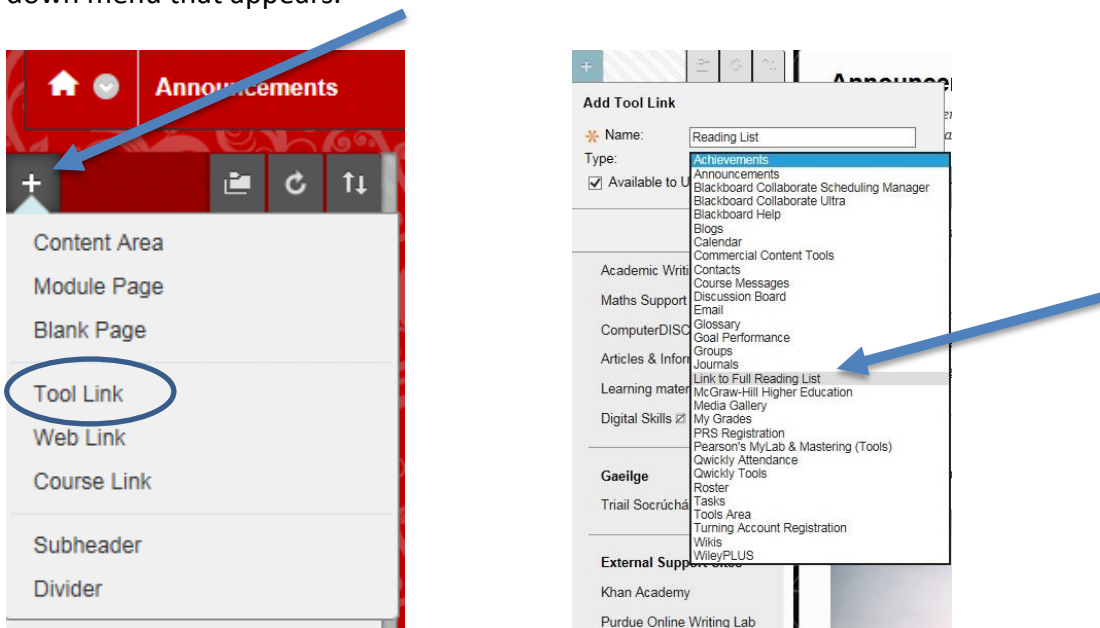
- The Library will be notified and will review the list for:
 - purchasing of new and additional titles (inc. e-books)
 - changing loan status
 - chapter/article scanning requests based on information in the list
- The list is live and is searchable from the reading lists home page
- The list link can be added to Blackboard

Note: If you edit a list after it is published you need to click Publish again for the changes to be visible.

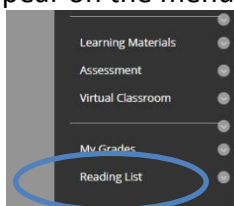
11. Linking to a Reading List from Blackboard

A **tool** has been added to Blackboard that enables the automatic display of your reading list from the Reading List System within the relevant module, i.e. the module with the same module code.

1. In Blackboard go to the module you would like to add your reading list to. Ensure that Edit Mode is switched **ON**, by clicking on **Edit Mode** at the top right hand side of the module display.
Now click on the **+** on the top left of the screen and choose **Tool Link** from the drop down menu that appears.



2. Choose the option '**Link to Full Reading List**' from the drop-down menu and give your list a name, e.g. **Reading List**. This is what will appear to your students.
3. Make sure to click on **Available to Users** to ensure students will see this link. A link to the reading list will now appear on the menu on the left hand side of the screen.



4. Click on the **Reading List link**.
5. The Reading List System will launch. (Note you may need to log in.) The system automatically searches for your list.
6. Click on the **Save** button to create the permanent link to the list.

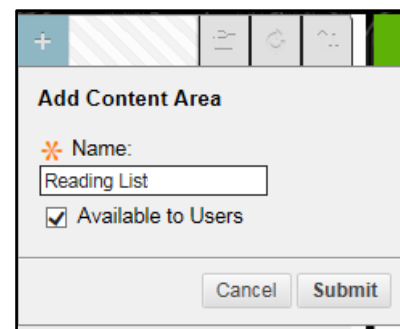
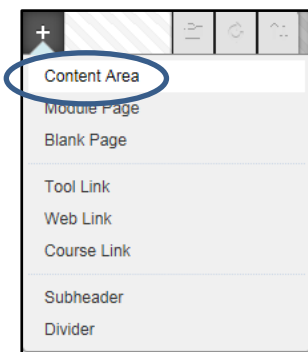


- Note: you can also create links to sections on your reading list if required. See next section.

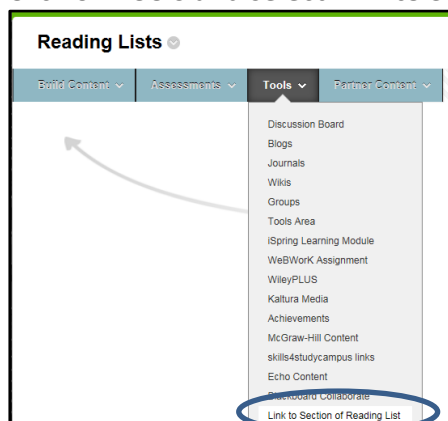
12. Linking to Reading List Section from Blackboard

Instead of linking to a full list you can also link from Blackboard to sections of a reading list i.e. Week One Readings, Week Two Readings, Week Three Readings etc.

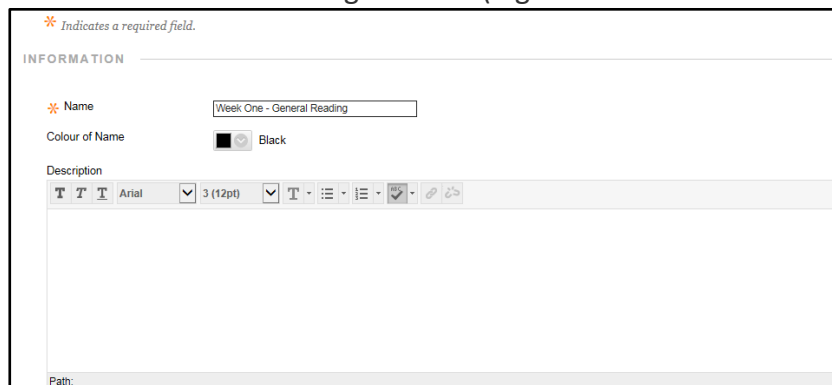
- Click on **‘+’ dropdown menu** from left hand menu to display options. Select **Content Area** and give a meaningful name as shown below and make **Available to Users**. Click **Submit**.



- Link to **Reading Lists** is displayed further down the left hand menu
- Click on this **Reading Lists** link to start adding sectional links. The **Build Content Box** is displayed.
- Click on **Tools** and select **Link to Section of Reading List**



- Give the section a meaningful name (e.g. Week One – General Reading or Topic)



6. Add **Description** if explanatory notes or instructions to students about the reading list section are required.
7. Set **Options** at bottom of screen for users to view, track views and **add date and time restrictions** if needed.

OPTIONS

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions

Display After

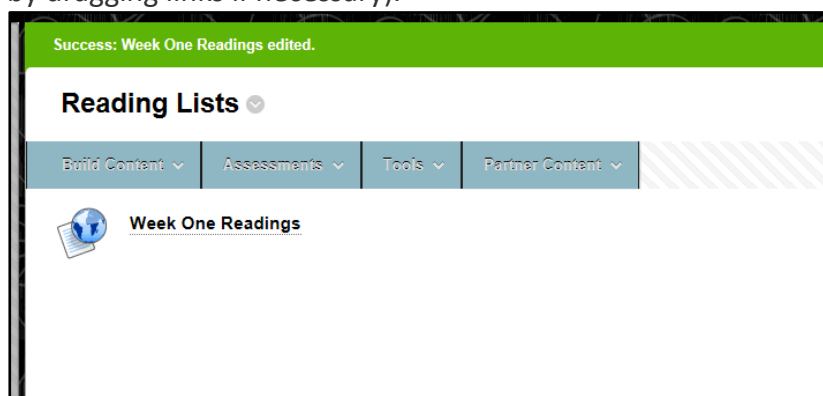
Enter dates as dd/mm/yyyy. Time may be entered in any increment.

Display Until

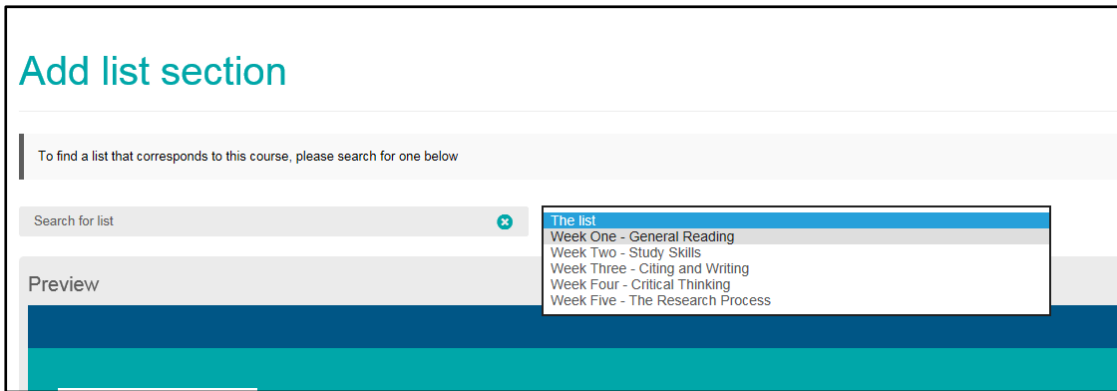
Enter dates as dd/mm/yyyy. Time may be entered in any increment.

*Click **Submit** to proceed. Click **Cancel** to go back.*

8. Click **Submit**.
9. The link will have been added to the Content box. (The order can be rearranged by dragging links if necessary).



10. Next click on the section name (i.e. **Week One Readings**) to create the link to the relevant section on the Reading Lists System
11. You may be asked to log in to the Reading List System if not already open (standard NUI Galway username/password login details).
12. The system locates the list with a drop-down menu for the various sections of the reading list.



13. Click on **Save**. **Week One – General Reading** is displayed by itself.
14. Return to Content page by clicking on **Reading List link** at top of page and repeat the above steps to add other sections of the list.
15. If you want to add more readings or sections to your list make these changes through the Reading List System and then republish your list.

13. Frequently asked questions

- a) When I attempt to link my reading list to the module I cannot find the module listed on the hierarchy page
- b) Can I link a reading list to more than one module?
- c) Can a reading list be shared if a module has a number of contributing lecturers?
- d) Can I copy a reading list?
- e) Can I delete a reading list?
- f) Do I need to recreate the reading list each year?
- g) Is the reading list URL permanent?
- h) Why are some of my core books not available as e-books?

a) When I attempt to link my reading list to the module I cannot find the module listed on the hierarchy page

Some newer modules will not be listed on the Reading List System yet. Please email any missing module codes with module titles to readinglists@nuigalway.ie and we will quickly add them for you.

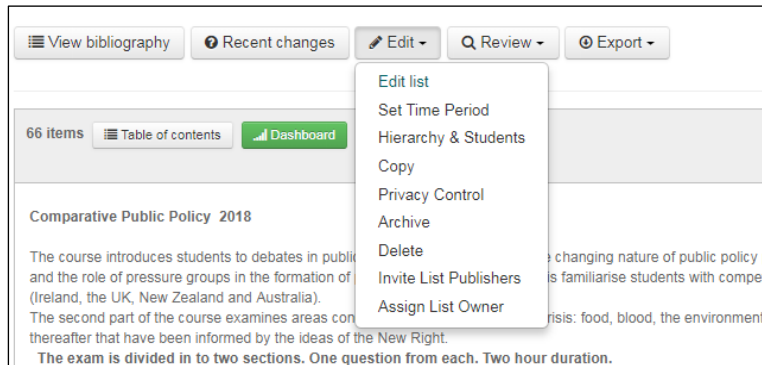
b) Can I link a reading list to more than one module?

Yes. If your list is being used by a number of modules, add the module codes in the **Hierarchy & Students** search. Please also add in the students numbers for each module.

c) Can a reading list be shared if a module has a number of contributing lecturers?

Yes. If your module has a number of contributing lecturers you can invite lecturers to become publishers on the module. *See below.*

- Open the reading list and select **Edit**. Select **Invite List Publishers** from the List.
- You will be asked to enter in the lecturer(s) email. An invite will then be sent. Once accepted, the lecturer will be able to edit and update the list.



d) Can I copy a reading list?

You can copy a reading list and amend as required.

- Go to 'My Lists'.
- Find the list you wish to copy.
- Click on the Actions button on the right and select '**Copy to a new list**'
- Note at the end of the academic year the reading list will automatically roll over for the new academic year so the copy function **is not required** in this instance.

Title	Academic Year	Linked to	Status	Last updated	Action
SP305 Comparative Public Policy	Academic Year 2017/18	SP305	Published	18 days ago	View published list
ED533 Implications of Educational Disability	Academic Year 2017/18	ED533	Published	about a month ago	Edit Copy to a new list
AY8102 Introduction to Financial Accounting	Academic Year 2017/18	AY8102	Published	about a month ago	

e) Can I delete a reading list?

In practice there is rarely a serious need to delete a published list. The link to the Blackboard module could be removed so the list is not accessible for instance. If you do wish to delete a list please email readinglists@nuigalway.ie with the module code.

f) Do I need to recreate the list each year?

No. The list will automatically rollover during the summer. Please note that only published versions will roll forward. If you are updating a list for the new academic year please publish it and ensure that the most up to date version rolls forward.

g) Is the reading list URL permanent?

The Reading List URL is permanent. The link can be copied to other resources and applications e.g. AKARI or an email etc.

h) Why are some of my core books not available as e-books?

We will always check for an e-book if the book is listed as core. Unfortunately many publishers that offer individual e-book purchase will offer limited or no e-book availability to libraries.

Collection Development 28/5/2019